

ADMINISTRATIVE - INTERNAL USE ONLY

OC-M-78-813

09 NOV 1978

DDA Registry

78 Communications

78-4244/8

MEMORANDUM FOR: Special Assistant/Military Aide to the DCI

THROUGH : Acting Deputy Director for Administration

FROM : Director of Communications

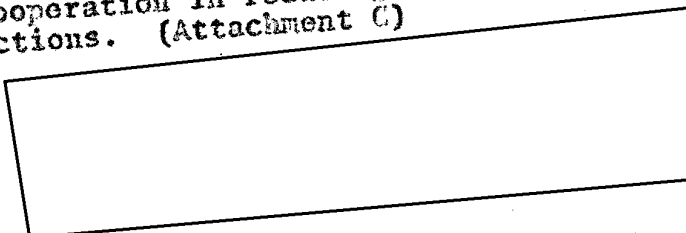
SUBJECT : Actions Taken to Reduce Handwritten Corrections on Cables

Subsequent to our discussion regarding the problem of handwritten corrections on Headquarters originated cables and telepouches, the following actions have been taken:

a. We have requested that the Director of Training include a cable preparation course for clericals as part of their formal training. (Attachment A)

b. The Director of Training has responded affirmatively. (Attachment B)

c. A memorandum has been prepared for all Directorates requesting increased awareness of the problem and cooperation in reducing handwritten corrections. (Attachment C)



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Attachments:
As Stated

Distribution:
Orig - Addressee w/atts.
2 - DDA w/atts.

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